Key Personnel Briefing

136th Airlift Wing

Military Equal Opportunity Office

MEO Functions

- Advisory Function
- Education and Training Function
- Assistance
- Discrimination Complaint Processing
- Assessments
- Reporting Requirements
- Drug Testing Program

Advisory Function

- Assist Wing CC in developing base policy on equal opportunity and prevention of sexual harassment
- Advise unit CCs of adverse conditions and other human relations issues affecting the MEO climate
- Support GSU MEO Programs
- Serve as advisors for special emphasis events and ethnic observance programs

AG/Wing CC Policies (must be posted in unit areas)

- Texas Adjutant General
  - Policy on Equal Opportunity
  - Harassment Prevention Policy
- Wing Commander
  - Policy on Equal Opportunity

Education and Training Function

- Human Relations Education
  - 4 Hours every 5 years
- Prevention of Sexual Harassment
  - Training every 2 years
- Key Personnel Briefing
  - 1 Hour of Training within 6 months of assignment
- New Member Orientation
  - 30 Minutes of Training within 3 months of assignment

Assistance Function

- Provide assessment, information, referral, and other assistance to members who believe they have experienced illegal discrimination including sexual harassment

- Contact an interviewee's CC, First Sergeant, or Supervisor if and when necessary

Discrimination Complaint Processing
Drill Status Members (Title 32)

- Basis: Race, Color, Religion, Gender (Sexual Harassment), National Origin, Reprisal

- Time Limits: 180 calendar days from date of alleged discrimination or when complainant should have know

- Informal Complaint: In writing on NGB Form 333
  - Chain of command is the primary channel for resolving discrimination complaints
  - 30 days to resolve or complainant may proceed to formal

Discrimination Complaint Processing AGR Members

- Basis: Race, Color, Religion, Gender (Sexual Harassment), National Origin, Reprisal

- Time Limits: 180 calendar days from date of alleged discrimination or when complainant should have know

- Informal Complaint: In writing on NGB Form 333
  - Full-time supervisory chain has 14 days to process AGR complaints on behalf and in coordination with the military commander
  - If unresolved after 14 days, complainant may withdraw complaint or proceed formal

Assessments

- Wing Climate Assessment Committee (WCAC)
  - Organize annual meeting and publish minutes within 45 days of meeting
- Unit Climate Assessments (UCA)
  - Every 4 years or within 6 months of command change
- Out and About Visits
- Self Inspection
  - Annual
- Instructor Written Evaluation
  - Annual

Wing Climate Assessment Committee (WCAC) Meeting

- Committee of key base personnel and commanders who review annual statistics/trends
- Members include: Wing Commander, MEO Office, IG, SFS, SJA, MPF, Chaplain, Services, HRA, Community Manager, and FRG
- Meet annually in October during CC Pre-UTA Meeting
- Develop countermeasures to neutralize any areas of concern related to the Wing EO and human relations climate

Unit Assessments

- Unit Climate Assessment Program
  - Assists commanders at all levels in assessing positive and negative factors of the human relations climate in their organization
  - Internet Based
  - MEO office must conduct UCA on units with more than 50 military personnel assigned every four years
- Out and About Program
  - MEO conducts monthly
  - Each unit visited once in each 2-year period

MEO Reporting Requirements

- MEO Annual Report
  - Due to NGB-EO by 15 Jan
- Affirmative Action Plan
  - Due to NGB-EO by 30 Nov
- POSH Report
  - Due to State Equal Employment Manager (SEEM) by 15 May

Drug Testing Program

- MEO functions as the Drug Reduction Program Manager (DRPM)
- Unit CCs are to ensure members selected for drug testing report to the collection site and provide a specimen
- Unit CCs may order commander directed drug testing
- Unit CCs must provide credible observers
- Per AFI 44-120, unit CCs will review the individual's military PIF prior to assigning an individual to serve as a Drug Testing Program Administrative Manager (DTPAM)

Unit CC and other Key Personnel Responsibilities

- Support and enforce MEO policy
- Ensure all EO complaints are processed IAW NGR 600-22/ANGI 36-3
- Ensure unit personnel fulfill EO Education/Training requirements
- Ensure that personnel actions are carried out fairly and offer all members an equal opportunity to advance in the organization

Questions

- Are there any questions?

MEO Staff

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